



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

REPLY TO
ATTENTION OF:

AMSFS-CC

10 JAN 2005

MEMORANDUM FOR AFSC/JMC OFFICES

SUBJECT: Army Field Support Command (AFSC) General Purchase Card Program for Contingency Operations

1. Background: The Army Materiel Command (AMC) Purchase Card Policy Reference - AMC 03-02-CP-P, states, "Head of the Activity must: ...Ensure Billing Officials are in the cardholders supervisory chain of command or are in a position where they have some knowledge of the cardholder's mission and purchases and can influence the cardholder's rating."

2. To comply with the AMC guidance, AFSC policy requires that whenever practicable and feasible, all participants in the program will be either Military or Civilians whose principal duty station is within the AFSC. However, in OCONUS deployment when it is mission essential to assign civilians whose Home Duty Station (HDS) is not within AFSC some type of purchase card duties, additional steps must be taken to safeguard the integrity of the program. The Agency Program Coordinator (APC) will be provided with the following information prior to appointment to the program:

- a. Name/Grade/Series
- b. HDS
- c. HDS First Line Supervisor (Name and Telephone #)

3. Prior to appointment to the program, the APC will contact the HDS Supervisor and request a letter of endorsement from the supervisor. The endorsement will state that they would recommend this person for the assigned purchase card duties. This letter of endorsement will stay on file within the official purchase card records.

Encl


WILLIAM E. TURNIS
Director, PARC/Contracting Center

ENDORSEMENT

As the Home Duty Station Supervisor for the following individual
I have reviewed the duties of purchase card participants and
support/endorse this person as trustworthy to perform the duties
of the purchase card program:

NAME (Print)

NAME (PRINT)

SIGNATURE

DATE

OFFICE SYMBOL

Encl

Some Key Duties of Cardholders:

- O Use the card to purchase and/or pay for official supplies and services in support of the agency's mission.**
- O Assure that no items are bought for personal use.**
- O Maintain the CARE purchase log.**
- O Verify receipt/acceptance of goods or services.**
- O Maintain receipts and/or supporting documentation.**

Key Duties of Approving Official:

- O Verifying/approving that all transactions were necessary Government purchases.**
- O Notifying the Property Book Officer of all accountable property acquired.**
- O Resolving all questionable purchases with the cardholder.**
 - O Certifying invoice for payment.**
 - O Ensuring the proper appropriation is made.**